



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Planning and Budget Facilities Management Division Room 613-U 270 Washington Street SW Atlanta, Georgia 30334	Application Number	80-222
Application Number		Date Received JAN 28 1980	Date Completed FEB 19 1980
2. Person to Contact Fred Branch		Working Title Director	Telephone Number 656-3891
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ to date	5. Records Series Title (followed by title used in office, if different) STATE AGENCIES CAPITAL IMPROVEMENT BUDGET PLANNING & ANALYSIS FILE		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Facilities Management Division advises the Governor and State agencies on technical aspects of the management, operation and maintenance of State facilities; assists in establishing program, site and construction criteria for major capital outlay projects; advises state agencies on the architectural and engineering considerations involved in renovating and allocating space in existing facilities; and performs programmatic review of major capital outlay projects.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: analyzing requests from all State agencies for budget appropriations for capital improvements. Included are: correspondence, memoranda, activity analysis and supporting papers between the Division, The Governor's Office and State agencies. File is arranged: alphabetically by State Agency.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Annual Budget Report
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Budget Report
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

80-222

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Frederick Q. Branch	1/28/80	Jim Braselton (mkt)	1/28/80
State Records Committee (Signature) _____ Date _____			
State Auditor/Designee	_____	_____	2-18-80
Secretary of State/Designee	_____	Carroll Hart	2-15-80
Attorney General/Designee	_____	MDHill	2-19-80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)